



JOB POSTING – COMMUNITY DEVELOPMENT COORDINATOR

Position Start Date: August 16, 2015

Posting closes: July 24, 2015

Position Available: Community Development Coordinator

Duties will include but are not limited to:

- Community engagement activities including facilitating community events and involving the community in all OCA programs and events
- Partnership development with local businesses and other communities
- Volunteer management including developing and maintain a volunteer database and volunteer personnel files in addition to providing volunteer trainings and orientation
- Youth leadership development including grant applications to run Youth Development training and exploring training models for public speaking, /interpersonal skill development, personal insight, program planning, team building, professional development and behavior management techniques
- Administrative duties including participating in annual budget development and maintaining a database of sponsorships, grants and funding

A full job description is available upon request.

This is a regular full-time position, working 37.5 hours per week, Monday - Friday. Evening and weekend work will occasionally be required to attend Oaklands community events and other activities associated with the responsibilities of this position.

All applicants must have:

- Relevant post-secondary education (e.g. community planning and/or development, public administration, social science or other relevant field)
- Minimum three years related experience
- Experience with social media
- Experience in volunteer management
- Computer skills including MS Office suite and presentation tools
- Knowledge of community development, economic development and leadership
- Analytical and problem solving skills
- Clean criminal record check
- First Aid certificate

Rate of Pay: starting wage of \$20.00 per hour

Apply to:

Oaklands Community Association
Attention: T. Fontana-Wegelin, Executive Director
#1-2827 Belmont Avenue, Victoria, B.C., V8R 4B2
Email: ed@oaklandscommunitycentre.com